



JAC Recruitment

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JAC Recruitment Thailand

PR/117668 | Sales Assistant (Japanese Speaking)

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1552399

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

July 22nd, 2025 10:10

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Job Title: Sales Assistant (Japanese Speaking)

Location: Bangkok, Thailand

Job Type: Full-time, Monday - Friday from 08:00 to 17:00

Responsibility:

- Support Salesperson in sales document such as quotation, invoice, etc.
- Coordinate with client in gathering requirements, follow-up on delivery, etc.
- Handle existing key clients and maintain good relationship with them.

- Other tasks as assigned.

Qualification:

- Bachelor's Degree in any field.
- New graduates are welcome!
- Proficient in Japanese (minimum intermediate or JLPTN3 level).
- Proficient in English (minimum a conversational level).
- Experienced in sales or sales support function will be a plus!

Benefits:

- Annual bonus
- Salary increment
- Transportation allowance
- Overtime
- Health insurance
- Annual leave

How to Apply: If you meet the qualifications and are excited about this opportunity, please submit your resume and a cover letter by click "APPLY" We look forward to hearing from you!

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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Company Description